

Complete Final Onboarding Actions

05.19.15

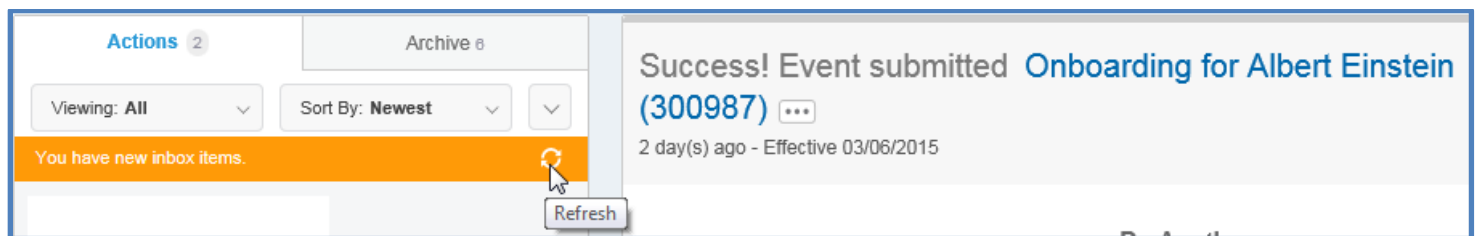
Please contact Monica Holmes at 630.840.4634 or mholmes@fnal.gov if you have any questions.

There are two additional Action items to complete:

- Change My Government IDs
- Change My Licenses

NOTE: These Actions may display in a different order.

Click **Refresh** to display new Actions in your Inbox.

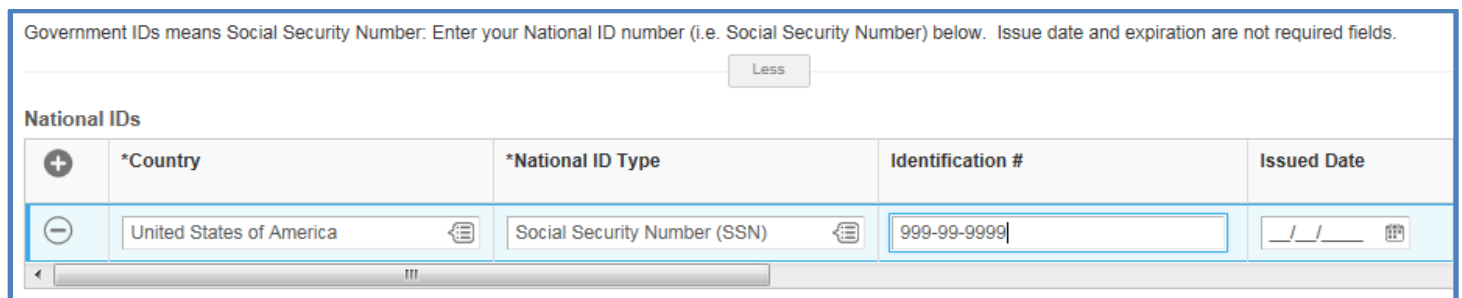


The screenshot shows the FermiWorks interface. On the left, there's a sidebar with 'Actions 2' and 'Archive 6'. Below this, there are filters for 'Viewing: All' and 'Sort By: Newest'. A message says 'You have new inbox items.' with a refresh icon. A 'Refresh' button is visible. On the right, a success message reads: 'Success! Event submitted Onboarding for Albert Einstein (300987) ... 2 day(s) ago - Effective 03/06/2015'.

Change My Government IDs

NOTE: Your Social Security Number **MUST** be entered. The default is 999-99-9999. This **MUST** be updated to your actual Social Security Number for your paycheck to process properly. If you cannot enter your Social Security Number leave this default number in FermiWorks and update on your first day at Fermilab.

1. Click the minus sign to the left of United States of America to delete this entry.



The screenshot shows the 'National IDs' form. At the top, it says: 'Government IDs means Social Security Number: Enter your National ID number (i.e. Social Security Number) below. Issue date and expiration are not required fields.' Below this is a 'Less' button. The form has a table with the following columns: '+', '*Country', '*National ID Type', 'Identification #', and 'Issued Date'. There is one row with a minus sign in the first column, 'United States of America' in the second, 'Social Security Number (SSN)' in the third, '999-99-9999' in the fourth, and a date field in the fifth.

2. Click the plus sign to the left of Country to open a new line.

3. Enter United States of America for the Country.

4. Enter Social Security Number (SSN) for the National ID Type.

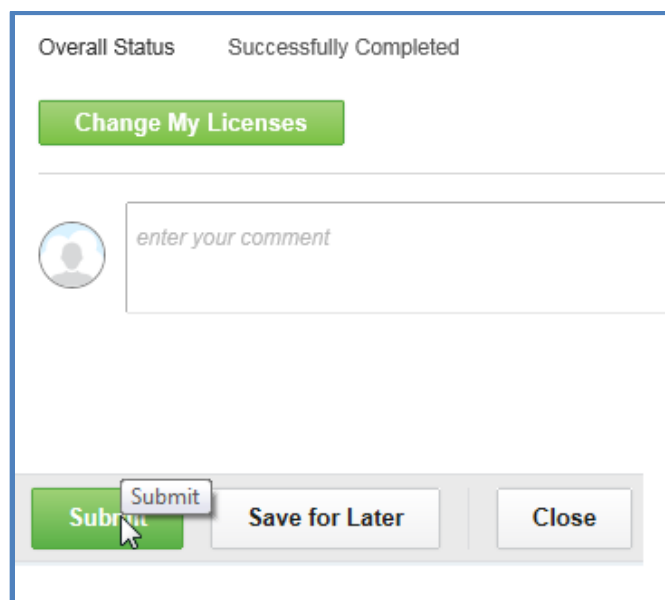
5. Enter your social security number in the Identification # field.

6. Click **Submit**.

7. Click **Done**.
8. Click **Submit** to complete the Change My Government IDs section.
9. Click **Done**.

Change My Licenses

1. Click **Submit**. If this is required, this information is maintained outside of FermiWorks. You do not need to enter any information in this section. You **MUST** click Submit.

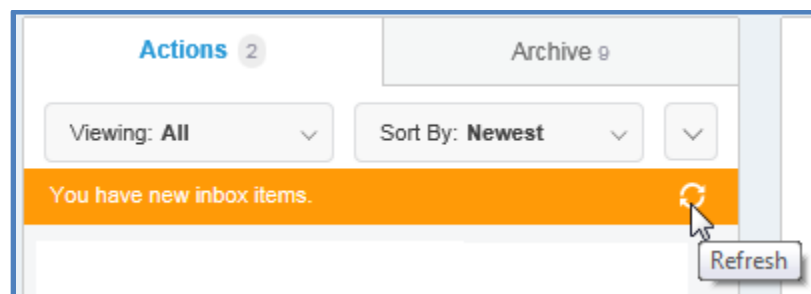


2. Click **Done**.

There are two additional Action items to complete:

- Review Documents
- Change Benefits for Life Event

Click **Refresh** to display new Actions in your Inbox.



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Review Documents

Some positions at Fermilab require additional documentation. Not all positions require all of the documents listed in the table below.

DOCUMENT	PROCESS	COMMENT
Invention and Employee Patent Agreement	<ol style="list-style-type: none"> 1. Review and check 'My employment at the Laboratory'. 2. Print, Sign and bring with your first day to scan and upload. 	FermiWorks only allows one file to be uploaded. If the agreement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
Policy Statement on Employment Opportunity for Individuals with Disabilities, Special Disabled Veterans, and Vietnam Era Veterans	This form is optional. If it applies to you, download and complete the form.	FermiWorks only allows one file to be uploaded. If the policy statement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
2015 Federal W4 Tax Form	Print and bring your first day to complete.	
State W-4 Income Tax Withholding	Print and bring your first day to complete.	
Direct Deposit	Print and bring your first day.	
Anti-Harassment Policy	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Fermilab Policy on Computing	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Drug and Alcohol Abuse Policy	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Notice of Privacy Practices	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Quality Assurance Statement	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Traffic Safety	<ol style="list-style-type: none"> 1. Review the policy. 2. Check the 'I Agree' box. 	
Outside Employment	<ol style="list-style-type: none"> 1. Print, review the form and sign it. 2. Give it to your supervisor on your first day. 	

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DOCUMENT	PROCESS	COMMENT
Job Offer Acceptance Letter	<ol style="list-style-type: none"> 1. Print out the Offer Letter sent to you by your recruiter. This letter must be signed and uploaded on your first day. 2. Upload the signature page. 	FermiWorks only allows one file to be uploaded. If the offer letter does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.

NOTE: If you are not able to scan your entire job offer acceptance letter into one single file, you **MUST** bring the entire letter with you to scan in HR on your first day. Your job offer letter must be uploaded in its entirety.

1. Click **Submit**.
2. Click **Done**.

Change Benefits for Life Event

The 403(b) benefit is available to you. You can contribute to your retirement fund on a tax deferred basis.

Sign Out

Click **My Account > Sign Out**.

